

**City of Lowell**  
**Job Posting**  
**Please Post: March 22, 2018**  
**Deadline: April 12, 2018**  
**Staff Engineer**  
**Water Utility**

**Job Title:** Staff Engineer (2300-08, INC, 2499)  
**Department:** Water Utility  
**Reports To:** Engineering Supervisor; Engineering Manager; Executive Director  
**Union:** MVEA -Unit IIP  
**FLSA Status:** Non Exempt  
**Salary:** \$1,034.77 (min) to \$1,186.10 (max) per week; 40hrs/week

**SUMMARY**

A Staff Engineer is responsible for management and administration of various tasks and programs within the Engineering Division. The Staff Engineer provides technical support and project management assistance to the Engineering Manager, the Engineering Supervisor, and other division staff.

**QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and ability required of the Staff Engineer. To perform this job successfully, an individual must meet the education and experience requirements and be able to perform each essential duty satisfactorily.

**EDUCATION AND EXPERIENCE**

- A bachelor's degree in civil/environmental engineering, mechanical engineering, environmental studies, physical sciences, or a comparable area of study is required.
- Certification as an Engineer-In-Training (EIT) is preferred.
- Experience with engineering design and project management is required and program administration, especially in the municipal wastewater treatment industry, is preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are some of the essential duties and responsibilities of the position. Depending upon experience, education, skills, and the needs of the Engineering Division, the duties described below may or may not be assigned. Other duties not listed below may be assigned by the Engineering Supervisor or the Engineering Manager as deemed necessary to fulfill the overall objectives of the department.

- Administer tasks in any of the following division programs: Inter-Municipal Program (IMP), Storm-Water Management (SWM), Collection & Distribution Systems, Safety Program, Industrial Pretreatment Program (IPP), Commercial Discharges, Long Term Control Program, Capital Improvements Program, Geographical Information Systems (GIS), Website Development, and Supervisory Control and Data Acquisition (SCADA) Management. Task include permitting, inspection, correspondence, metering, billing, regulatory compliance, planning and design, project management, environmental monitoring, program implementation and maintenance, contractor oversight, and database management.

- Participate in design review process and make recommendations for design revisions; support other members of department, including operations and maintenance personnel; interact with contractors and consultants during design, bidding, and construction of projects, as required.
- Craft reports and other documents that describe work activities; create spreadsheets, tables, charts that summarize data and convey information; maintain electronic and paper files, including design reports, meeting minutes, technical memoranda, computer programs, correspondence, databases, and other records.
- Participate in planning and implementation of program objectives; support other Engineering staff by providing technical assistance and support; participate in team projects and support efforts of other group members as needed.
- Participate in Water and Wastewater department programs and projects as needed; provide technical assistance to the operations and maintenance divisions; respond to emergency calls outside of normal working hours; keep Executive Director, Engineering Manager and Engineering Supervisor informed of Engineering functions; interact in a professional manner with city departments, other organizations, public officials, and the general public.
- Refine skills related to mathematical concepts and calculations; enhance knowledge of the principles and practices of drinking water/ wastewater / stormwater treatment and transport; advance proficiency in organizing technical materials and writing letters; improve knowledge of federal and state regulations related to drinking water, wastewater and stormwater management.
- Obtain and maintain professional licenses and certifications; establish and utilize professional networks; attend educational workshops, conferences, and seminars; reviews technical publications and refine knowledge
- Contribute to the preparation and submittal of reports and correspondence to the United States Environmental Protection Agency and the Massachusetts Department of Environmental Protection; maintain a working knowledge of relevant rules and regulations; coordinate and communicate with other agencies as needed; comply with federal, state, and local legal requirements.
- Collaborate with the Engineering Manager, the Engineering Supervisor, and other staff members in the Engineering division regarding all project work; attend staff meetings as necessary.
- Interact with supervisors in other Water and Wastewater divisions as needed, particularly the Operations Superintendent, Maintenance Superintendent, and Executive Director.
- Foster a safe and productive work environment by engaging in effective work practices and procedures; perform housekeeping and custodial duties as needed.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS**

- Engineer-In-Training certification is preferred.
- Valid motor vehicle license is required; commercial driver's license is preferred.
- Water Distribution, Water and Wastewater treatment operator's and wastewater collection system licenses are preferred.
- Hazwoper emergency responder training is desired.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry, trigonometry, and calculus. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **COMPUTER SKILLS**

Ability to utilize computer programs such as *Word*, *Excel*, *PowerPoint*, and *Access*. Ability to create tables, charts, and spreadsheets and facility with email messaging. Familiarity with *AutoCad* and *GIS* a plus.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret information presented in written, oral, schematic, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

*The city of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.*

***Qualified applicants send resume/application to Mary Callery, Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm on: Deadline: April 12, 2018. Applicants may also send resume and /or application to fax # 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

***EOE/AA/504 Employer***